

## **MINUTES FROM THE SITE VIST AND PRE-PROPOSAL CONFERENCE**

**RFQ NO: SRP380-15-R-0004**

**Fabrication & Installation of Security Grills and Solid Core Doors and Related Services**

**June 18, 2015**

### **SITE VISIT:**

All attendees were shown the project site and were given the opportunity to thoroughly inspect and familiarize themselves with the Seafront Apartment and check the Grills and Solid Core Doors.

### **INTRODUCTION:**

C & P Procurement Agent – Bryan I. Gatmaitan welcomed all attendees and introduced the other U.S. Government (USG) representatives from the RSO-RSA office.

### **DISCUSSION OF THE SOLICITATION PACKAGE:**

SF-1442 cover sheet

#### **SECTION B, p. 3**

B.1 SCOPE OF SERVICES

B.2 TYPE OF CONTRACT – IDIQ, I.5. p. 41

B.3 PRICE/COSTS – Firm Fixed Price

B.3.1 VAT

B.3.2 CURRENCY

B.3.3 to B.3.5 BASE / FIRST / GRAND TOTAL

B.4.1 ISSUANCE OF TASK ORDERS

B.4.4 COMPLETION DATE: 10 to a max of 20 working days

#### **SECTION E – INSPECTION & ACCEPTANCE, p.16**

#### **SECTION F, p.17**

F.1 LIQUIDATED DAMAGES – PHP2,500.00 each calendar day of delay

F.2 PERIOD OF PERFORMANCE

F.3 DELIVERABLES

F.4 NOTICE TO PROCEED – upon acceptance of bonds, insurances

F.5 WORKING HOURS – except for Holidays sections I.15

F.6 POST AWARD CONFERENCE

#### **SECTION G – CONTRACT ADMINISTRATION DATA, p.21**

G.1 COR

G.1.2 DUTIES

G.2 PAYMENT – FMC

G.2.6. PAYMENT – 30 days

#### **SECTION H – SPECIAL CONTRACT REQUIREMENTS, p. 24**

H.1 TASK ORDER  
H.2 ORDERING OFFICIAL  
H.3. PERFORMANCE / PAYMENT BOND  
H.3.2. TIME OF SUBMISSION – 10 working days  
H.4.1. AMOUNT OF INSURANCE  
H.4.2. GOVERNMENT AS ADDITIONAL INSURED

**SECTION I – CONTRACT CLAUSES, p. 35**

I.5. IDIQ p.41  
I.15. HOLIDAYS p.44

**SECTION J – ATTACHMENTS, p. 49**

Exhibit G – BREAKDOWN OF PRICE BY DIVISIONS OF SPECIFICATIONS – *is required*. Rows need to be tailored to be applicable to the proposal.

**SECTION K – REPRESENTATIONS / CERTIFICATIONS, p. 58**

**SECTION L – INSTRUCTIONS, p. 70**

L.4.2 to L.4.3 SUMMARY & DETAILED INSTRUCTIONS  
L.8 MAGNITUDE OF CONSTRUCTION PROJECT

**SECTION M – EVALUATION FACTORS, p. 77**

M.1.2. LPTA

**TIP** – Trafficking in Persons

**QUESTIONS:**

No questions were submitted after the conference and on the agreed date of submission last June 25, 2015 by 4:00PM.


**CONCLUSION:**

The Pre-proposal conference and inspection of the project site concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Government.


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